

# ICT IN THE WORKPLACE

January 23, 2017

## P.16 EX. A

**How do you use ICT in your studies?**

**Do your parents use ICT for their work?**

**What are the advantages?**

**Can you give examples of disadvantages?**

## P.16 EX. B

1. How is ICT being used in the pictures?
2. Which picture shows people using ICT to communicate with other people?
3. Which picture shows ICT systems doing work that people once did?
4. How was this work done before ICT was introduced?

# ANSWERS

- 1. Computer-assisted manufacturing/video-conferencing/bar code scanning/an EPOS
- 2. Picture # 2
- 3. Picture # 1, 3
- 4. **Pic.1** - manual workers in a manufacturing production process/**Pic.2** people traveled physically to the meetings location/**Pic.3** the warehouse operative would check stock levels manually/**Pic.4** the cashier does not have to write the information manually or calculate figures

# VOCABULARY

**Word-processing** - the production of typewritten documents (as business letters) with automated and usually computerized typing and text-editing equipment

**Desktop publishing** - Using specialized software and printer(s) to assemble, design, and produce commercial quality printed material.

**Retail** - offering sale to the public

**Bar code** - the small image of lines (bars) and spaces that is affixed to retail store items, identification cards, and postal mail to identify a particular product number, person, or location.

**EPOS (electronic point of sale)** - Self-contained, computerized equipment that performs all tasks of a store checkout counter. It allows payments by bank or credit cards, verifies transactions